

CBDO Application Guide for Exhibit A

Link to Exhibit A: <https://app.smartsheet.com/b/form/ddffd6849ac44aa78b3df02176ab1aab>

1. Upon opening the Smartsheet link, the City of Detroit's logo should appear at the top and right below it should read: "For certification as a Community Based Development organization under the requirements of 24 CFR 570.204 (c)(1)". This is the application for "Exhibit A"; please be sure that this is what your organization qualifies under.



CBDO Application - FORM 1

For certification as aCommunity Based Development Organization under the requirements of 24 CFR 570.204 (C)(1)

Agency/Organization *

Program/Project Name *

Address *

Telephone *

Email *

Contact Person *

2. Input the following:
 - Agency/Organization
 - Program/Project Name
 - Address
 - Telephone
 - Email

CBDDO Application Guide for Exhibit A

- Contact Person
- Position/Title (of contact person)
 - o All fields **MUST** be completed.

For certification as aCommunity Based Development Organization under the requirements of 24 CFR 570.204 (C)(1)

Agency/Organization *

Program/Project Name *

Address *

Telephone *

Email *

Contact Person *

Position/Title *

CBDO Application Guide for Exhibit A

3. Under the Eligibility section, first select which eligible activity your organization will undertake.
 - a. There are three options to choose from. More than one may be selected.

Eligibility

The agency will undertake one or more of the following eligible activities: (check all that apply): *

Select or enter value ▼

Neighborhood revitalization projects - must have an impact on the decline of a geographic location within the City of Detroit (but not the entire City of Detroit) designated in comprehensive plans, ordinances, or other local documents as a neighborhood

Community economic development projects - must increase economic opportunity, principally for persons of low-and moderate- income, or stimulate/retain businesses or permanent jobs

Energy conservation projects - must address energy conservation, principally for the benefit of the low- and moderate-income residents of the City of Detroit

[2024%20NRSA%20Application%20Final%205.25.21.pdf.pdf](#)

Select or enter value ▼

Self Certification of Board Members

51% of your agency's governing body must meet one or more of the following criteria:

- Low-Moderate Income residents of the agency's geographic area of operation
- Owners or Senior officers of private establishments located and serving in the agency's geographic area of operation
- Representatives of low to moderate income neighborhood organizations

Type in your agency's board representation below.

CBDO Application Guide for Exhibit A

4. Next, specify your organization's area(s) of operations. Write out the geographic location of where your organization operates.

Eligibility

The agency will undertake one or more of the following eligible activities: (check all that apply): *

Select or enter value

Please specify your area(s) of operation: *
Tell us the service boundaries of your agency/organization

Does the agency/organization serve part or all of the City of Detroit NRSA? *
You can find a map of the NRSA boundaries at this link on page 63:
<https://detroitmi.gov/sites/detroitmi.localhost/files/2021-06/2020-2024%20NRSA%20Application%20Final%205.25.21.pdf.pdf>

Select or enter value

Self Certification of Board Members

51% of your agency's governing body must meet one or more of the following criteria:

- Low-Moderate Income residents of the agency's geographic area of operation
- Owners or Senior officers of private establishments located and serving in the agency's geographic area of operation
- Representatives of low to moderate income neighborhood organizations

r agency's board representation below.

25.21pdf.pdf

CBDO Application Guide for Exhibit A

5. Select if whether your organization/agency serves all of the City of Detroit or a part of the City of Detroit’s NRSA. Please reference the NRSA map, to know the City of Detroit’s five NRSAs.
- a. Note: If you select “No”, your organization does not qualify to be a CBDO.

Eligibility

The agency will undertake one or more of the following eligible activities: (check all that apply): *

Select or enter value ▼

Please specify your area(s) of operation: *
Tell us the service boundaries of your agency/organization

Does the agency/organization serve part or all of the City of Detroit NRSA? *
You can find a map of the NRSA boundaries at this link on page 63:
<https://detroitmi.gov/sites/detroitmi.localhost/files/2021-06/2020-2024%20NRSA%20Application%20Final%205.25.21.pdf.pdf>

Select or enter value ▼

- Yes - as a primary service area
- Yes - as a part of a larger, city-wide service area
- No

- Low-Moderate Income residents of the agency's geographic area of operation
- Owners or Senior officers of private establishments located and serving in the agency's geographic area of operation
- Representatives of low to moderate income neighborhood organizations

Type in your agency's board representation below.



CBDO Application Guide for Exhibit A

6. Self-Certification of Board Members:

- a. Please review the description under this section. All board members do not have to meet all three of the criteria, but at minimum 51% of them need to meet at least one of three criteria listed.
 - i. For example, if you have 10 board members, 6 of them need to meet one or more of the criteria.
- b. For this section, please type out how many board members your agency has, and how many of them meet the criteria. If your board does not meet one of the criteria, please select “Not Applicable”.

Self Certification of Board Members

51% of your agency's governing body must meet one or more of the following criteria:

- Low-Moderate Income residents of the agency's geographic area of operation
- Owners or Senior officers of private establishments located and serving in the agency's geographic area of operation
- Representatives of low to moderate income neighborhood organizations

Type in your agency's board representation below.

Total Board Members *

Number of Board members who are low- or moderate-income residents of the agency's geographic area of operation

Select or enter value

Number of Board members who are owners or senior officers of private establishments located in and serving the agency's geographic area of operation

Select or enter value

Number of Board members who are also representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation

Select or enter value

Self Certification of Board Members

51% of your agency's governing body must meet one or more of the following criteria:

- Low-Moderate Income residents of the agency's geographic area of operation
- Owners or Senior officers of private establishments located and serving in the agency's geographic area of operation
- Representatives of low to moderate income neighborhood organizations

Type in your agency's board representation below.

Total Board Members *

Number of Board members who are low- or moderate-income residents of the agency's geographic area of operation

Select or enter value

Not Applicable

Select or enter value

Number of Board members who are also representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation

Select or enter value

Required Supporting Documents: (a)(1)

CBDO Application Guide for Exhibit A

7. Please attach all the required documents listed.
 - a. Self-Certification Forms A, B, and C and Exhibit C are provided to you separately to upload in this section. All forms must be completed entirely for your organization's application to be considered for CBDO certification.
 - b. Select the date and hit "Submit" once all files are uploaded.

Required Supporting Documents - (c)(1)

The following documentation must be attached to the appropriate sections of this application:

- Project Description - Please describe the services (current or proposed) to be funded with Community Development Block Grant (CDBG) funds.
- Articles of Incorporation (copy) – Must identify the activities that the agency performs and the geographic area of operation.
- By-Laws (copy) – Must include a statement of the community economic development activity and the geographic area of operation.
- Self Certification Forms A, B, **or** C for board members who maintain the 51% criteria.
- List of Governing Board on Exhibit C.

File Attachments *

Drag and drop files here or [browse files](#)

Form Date Field

[Date Picker]

Send me a copy of my responses

Submit

8. If your organization's application is approved, you will receive an approval letter via email to the *Contact Person* listed in your application.